

SUBJECT: Planned Development District – Researching Existing

EFFECTIVE DATE: August 2003

POLICY NUMBER: PL - 019

SEE ALSO:

POLICY SUMMARY

When an individual requests zoning information on a parcel that is part of a Planned Development District, to find out the specific development requirements of that PDD, the steps are as follows:

1. Go to the public viewing station. The Section Map on the wall will tell you the number of the section map you need to find.
2. The Zoning Book has the map you need to look up. All of the zoning districts are outlined on these maps. Within each PDD zoning boundary is information regarding the PDD case (file) number and ordinance number.
3. PDD files from 1981 to present are in the times two in the secretary's area. Anything older than 1981 will be downstairs in the storage area. John Burger will find the file for you. The file will give you all the background on the case and will have a copy of the final published PDD Ordinance. If you can't find the file or if John Burger is not available;
4. City Clerk's office can find the ordinance for you. The ordinance will tell you what the specific conditions of the PDD are.
5. *The Register of Deeds Office will have a copy of the PDD drawing on file?*
6. *The Planning Department has a copy of the PDD drawing on file?*
7. Other Options: check the address file for information regarding the PDD.
8. Make a copy of the Ordinance for the address file and give a copy of the ordinance to the individual.

PL - 019 (7/2603)